Volume No. 3—Automated Systems Applications	TOPIC NO.	70310
Function No. 70300—FAACS Online	TOPIC	**SECURITY**
	DATE	MAY 2003

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Overview

Introduction
The Fixed Asset Accounting and Control System (FAACS) security function allows access to FAACS by authorized users. Users may have either a "Release" or "Hold" security status.

FAACS requires the assignment of an agency Security Officer. The Security Officer's role is to manage the access to the web-based online system.

FAACS Security Officer
The primary duty of the FAACS Security Officer is to control an agency's access to FAACS by its personnel.

The position serves as the key liaison between DOA and all agency personnel who

- interact with FAACS,
- submit data to FAACS, and
- hold an interest in FAACS web-based Online data and reports.

The Security Officer may be the agency's chief fiscal officer or anyone who has been delegated financial data security authority by the agency head.

For FAACS Online, the Security Officer must sign and submit a FAACS Authorized Signatures (FAACS-S3) form. The form should be signed by all persons authorized to release fixed asset transactions into the FAACS Online System. **A sample form (FAACS-S3) and instructions follow**.

Instructions for Completing the Security Authorization Form
The FAACS Security Officer completes the following information:
1   Agency Number
2   Agency Name
3   Security Officer's Telephone Number
4   Security Officer's FAX Number
5   Date Form
6   Signature of FAACS Security Officer
7   Print the name and title of person(s) authorized to release transactions into the FAACS.

Overview, Continued

The Security Officer

- obtains the signatures of the authorized personnel,
- maintains a copy for the agency files, and
- forwards the original form to the DOA FAACS Section.

DEPARTMENT OF ACCOUNTS
FAACS Authorized Signatures

Form: FAACS-S3

Agency Number: Agency Name:

Date: _____   FAACS Security Officer: _____

The following person(s) are either authorized or have been delegated authority by the agency head to sign Lease Accounting System (LAS) transactions and/or release transactions into the Fixed Asset Accounting and Control System (FAACS).

Authorized Person:
  (Please Print)   _____

Signature   _____

Title: _____

Check any that apply   FAACS _____   LAS _____

Authorized Person:
  (Please Print)   _____

Signature   _____

Title: _____

Check any that apply   FAACS _____   LAS _____

Please forward to:

Department of Accounts
Fixed Asset Section
P.O. Box 1971
Richmond, VA 23215-1971

(Please use the continuation, if more than two (2) authorized persons.)

Authorized Person:
   (Please Print)   _____

Signature   _____

Title: _____

       Check any that apply   **FAACS** _____   **LAS** _____

Authorized Person:
   (Please Print)   _____

Signature   _____

Title: _____

       Check any that apply   **FAACS** _____   **LAS** _____

Authorized Person:
   (Please Print)   _____

Signature   _____

Title: _____

       Check any that apply   **FAACS** _____   **LAS** _____

Authorized Person:
   (Please Print)   _____

Signature   _____

Title: _____

       Check any that apply   **FAACS** _____   **LAS** _____

Authorized Person:
   (Please Print)   _____

Signature   _____

Title: _____

       Check any that apply   **FAACS** _____   **LAS** _____

Overview, Continued

Logon IDs

When setting up a person's Logon ID using the FAACS Authorized Signatures (FAACS-S3) form, each person is given a status of **H**old or **R**elease.

R status allows a person to hold or release transactions to the nightly Edit/Update process to
- add,
- change, or
- delete fixed asset MASTER FILE records.

H status means that the person may key transactions, but is not allowed to release transactions to the nightly edit/update. Another person with **R** status must release the transactions to be processed. Asset transactions may remain in hold status for up to ninety (90) days after which they are purged from the system. The default mode for transactions that are entered is the security status assigned to the user. It is up to agency management to determine which status is assigned to a user.

The FAACS Logon Request Form (FAACS-S1) is used to

- establish a new logon id for the FAACS web-based Online system,
- change information regarding a logon id, or
- delete a logon id by DOA staff.
A sample form follows this subsection.

The FAACS-S1 form is used by DOA to establish a user's authorized access to the FAACS web-based Online System through the Security Table. Agency Security Officers are notified by a DOA staff member when the logon id's and other security data have been established in FAACS.

Agencies should allow one day for the FAACS Logon Id to be assigned. The agency submits a FAACS S-1 (FAACS Logon Request Form) to the Fixed Asset Section at DOA. DOA performs a review of the FAACS form S-1 and enters the logon id to the security table. DOA then assigns a temporary password and notifies the agency of the logon id and temporary password. The user must change and confirm the temporary password to one only known by the user. As soon as the access to FAACS Online is granted, the FAACS Logon Request Form is signed by an authorized DOA staff member and a copy of the FAACS Logon Request Form is returned to the agency.

Overview, Continued

Summary Transactions are transactions that do not create a FAACS master file record. For most agencies, Summary entries are used only for Construction-in-Progress (CIP). Agencies have "Hold" security for Summary transactions, DOA releases Summary transactions.

Data Element Change is a short hand way of creating change transactions. This feature contains only very minimal screen edits and so is restricted to knowledgeable users. DOA will allow users to access this feature upon request. Appropriate coding on Form FAACS-S1 for access to this feature is Update. All others would be restricted.

Open/Close (O/C) is restricted to DOA.

Other appropriate coding information is included on the form.

DEPARTMENT OF ACCOUNTS

FAACS LOGON REQUEST FORM FOR _____ LOGON ID

(Data Entry or Inquiry)

Form: FAACS-S1   **Dated: 04/01/2003**

Agency Number:_____ _____   Agency Name: _____

Phone Number: FAX Number: _____   FAACS Coordinator: _____

Email address _____

I *certify that this agency maintains a system of internal control over on-line access to FAACS adequate to prevent unauthorized access to or changes in the data contained therein, and that the use of this form constitutes an integral part of that internal control system.*

Date: _____   FAACS Security Officer: _____

Access Agencies: __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __

                 __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __

                 __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __

                 __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __

                 __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __   __ __ __

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VALID CODES AND MATRIXES LISTED AT BOTTOM OF FORM

Code	FAACS Logon ID	User Name	Data Entry	Data Element	Summary	O/C	Tables

_____

Valid Codes for "Code"
     A = Add
     C = Change
     D = Delete

Codes for Data Entry,
H   =   **Hold (Transactions can have a hold or incomplete status).**
R   =   **Release (Transactions can have a hold, release, or incomplete status).**
I   **Inquiry (Inquiry only, can not enter transactions).**
Blank   =   **No access to this feature.**
Summary   =Agencies only given "Hold" capability, "Released" by DOA.

Valid Codes for Tables (Tab) Bulletin (Bul),
U   =   **Update (Update to these features restricted to DOA only)**
I   =   **Inquiry**
Blank   =   **No access to this feature.**
Open/Close (O/C) restricted to DOA ONLY *

```
DOA USE ONLY
Please enter initial and date.

Password Chg      _____   _____

FAACS Sec         _____   _____

Agy Copy          _____   _____
```

MAIL FORM TO: ASSISTANT MANAGER OF
                            FIXED ASSET AND INDIRECT COSTS
                            DEPARTMENT OF ACCOUNTS
                            P.O. BOX 1971, RICHMOND, VA 23218-1971

DOA AUTHORIZED SIGNATURE: _____

DEPARTMENT OF ACCOUNTS

FAACS Online Form to Reset Password

Form: FAACS-S2   **Date: 03/31/03**

Agency Number: _____   **Agency Name:** _____

Phone Number: _____   FAX Number: _____

Date: _____   FAACS Security Officer: _____

In an attempt to either change their passwords or logon to the system, the person(s) listed below have reached the maximum number of allowable attempts. Please have the passwords reset at your earliest convenience.

Data Entry ID#   **Name**

_____

_____

_____

_____

DOA (Fixed Asset Accounting and Control System)

Date: _____   **Authorized Signature:** _____

Agency Person Notified of Password Change: _____

Please Forward to:

Department of Accounts
FAACS Section
P.O. Box 1971
Richmond, VA 23215-1971
or
FAX Form to 225-2430
DEPARTMENT OF ACCOUNTS

(Please call prior to sending FAX)

Overview, Continued

Establishing Your Password

Once notified that the user is authorized to use FAACS, follow Logon instructions in CAPP Topic No. 70315, *Logging On and Off*, to get to the Logon screen.

Follow the instructions to change your password. Each user establishes a unique password that may be easily remembered. Passwords need to be changed frequently and at a minimum every 30 days. The FAACS Online system requires the user to change the password after 30 days.

Resetting Suspended Logon Identification Numbers

FAACS Online allows a user three attempts to logon to the system.

After the third unsuccessful attempt, the password will be suspended. If this occurs, the logon id must be reset and a new temporary password established and provided to the user to reestablish the user's authorization.

The agency security officer may be authorized to reset the user's password. To request DOA to reset a password, Form FAACS-S2 must be completed, signed by the agency Security Officer, and sent to DOA at the address noted on the form.

A sample copy of this form follows this subsection.

The form may also be faxed or the FAACS security officer may request that a password be reset by Email. See DOA CONTACT Section below. It is recommended that users alternate between two passwords to minimize the chances of suspending passwords.

Internal Control

Internal Control

The agency may assign "Hold" status to personnel responsible for initially keying new or modified asset transactions and "Release" status to personnel responsible for reviewing and approving the information keyed. However, this is <u>not</u> a requirement.

Agencies should develop internal procedures which ensure assets are properly recorded on the system and verification of data on the MASTER FILE with the source documents.

Security Officers should remind users about the importance of maintaining secret passwords to restrict access to FAACS Online to only authorized personnel.

Contacts

DOA Contact

Assistant Director, Fixed Assets and Indirect Cost
☎   (804) 225-2646
FAX   (804) 225-2430
✉   finrept@doa.virginia.gov

Subject Cross References

References

CAPP Topic No. 70315, *Logging On and Off*
CAPP Topic No. 70350, *Security Inquiry/Maintenance*